

**Mail application to: 3772 S. Hickory Ridge Mall suite 516 Memphis, TN  
38115**

**Shelby County Community Services Agency**

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

You should provide a copy of your utility bill or a receipt from your fuel source. Applications and documentation returned in person to CSA will be stamped with the date submitted. **CSA IS NOT REQUIRED** to process the application while you are present. You will be notified by letter of incomplete application and will have ten (10) business days to provide additional information as required. After ten (10) business days the incomplete application will be denied and you must re-apply for assistance. **Receipt and/or submission of an application do not guarantee services.**

Mail in applications, faxed, and emailed, will be dated upon arrival.

**REQUIRED DOCUMENTATION OF INCOME**

**SOCIAL SECURITY, SSI, PENSION, DISABILITY AND VA BENEFITS:**

- Previous or current check or check stub
- Current Award Letter
- Current Print-out from Social Security Administration Office

**TANF/AFDC INCOME:**

- Current disposition print-out from Department of Human Services
- Current letter stating eligibility received by mail

**CHILD SUPPORT**

- A current printout from juvenile court with the gross amount collected monthly
- Out of state child support – we can accept a legal court document with the state **seal** on it

**UNEMPLOYMENT BENEFITS:**

- Current Print-Out from the State of Tennessee
- Letter stating eligibility

**EMPLOYMENT:**

- Check Stubs from Employer
  - 8 if paid weekly
  - 6 if paid bi-weekly or semi-monthly
  - 3 if paid monthly
- Current Letter Verifying Gross Wages
  - Must be signed and dated
  - Must be on 8 1/2 “ x 11” letterhead

**ZERO INCOME:**

- Completed Statement of Support (available upon request)
- Written Statement Verifying Zero Income from friend or family member that is not living in the home.

**SELF-EMPLOYED**

- Self written statement stating your company name, address, and phone number, social security number, expenses related to your business and net income for the last three months, you must sign the document

**SHELBY COUNTY SCHOOL EMPLOYEE**

- Statement stating gross amount, hire date, hours worked per week, pay date and if you are a Nine (9) month, ten (10), twelve (12) month employee or current check stubs

**ALL CHECKS MUST BE DONE IN NUMERICAL ORDER**

**SOCIAL SECURITY CARDS FOR ALL HOUSEHOLD  
MEMBERS**

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